

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
December 22, 2015**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday December 22, 2015, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

CALL TO ORDER

Supervisor Miller led those present in the Pledge of Allegiance to the Flag.

PLEDGE OF ALLEGIANCE

Upon roll call, the following Board members were present:

ROLL CALL

- Kenneth Miller, Supervisor
- James Welch, Deputy Supervisor
- Todd J. Pipitone, Councilman
- Michael Lambrix, Councilman

Councilman David Nussbaumer was absent.

Motion was made by Mike Lambrix to approve the minutes of the Town Board meeting on November 24, 2015.

**MTN:
APPROVE
PREVIOUS
TOWN BOARD
MINUTES**

Second: Todd Pipitone

Vote: 3 Ayes. Carried

Also attending was: Brad Cook, Frank Irace, D. Michael Irace, Palmyra Code Enforcement Officer Pat Sheridan, and Palmyra Highway Superintendent Mike Boesel.

ATTENDANCE

HEARING

There was no official hearing this evening.

HEARING

PUBLIC INPUT

There was no public input, nor communications received for this evening.

PUBLIC INPUT

REPORTS OF STANDING COMMITTEES

**Supervision---Animal Control, Historian, Finance: Kenneth Miller,
Chairman**

**POSSIBLE CHANGE IN
EMPLOYEE
HANDBOOK TO
ILLEGAL FIRE ARMS**

1. Change / Update in Employee Handbook: Supervisor Miller received a request by a town employee to review the employee handbook in regards to the section, *Weapons in the Workplace*. He stated that he spoke to other town supervisors, as well as our insurance carrier, and he would like to make the recommendation to include to word “illegal” in the handbook so that there would be consequences for carrying illegal firearms in the Town Hall. Mr. Pipitone and Mr. Lambrix agreed. Mr. Lambrix made the motion to make the modification in the handbook to include the word “illegal”, which Mr. Miller will present for approval at the Organizational meeting on January 5, 2016.

Second: Jim Welch Vote: 3 Ayes. Carried

**LETTER TO GOV.
CUOMO REGARDING
TAX CAP**

2. Copy of Letter Sent to Governor Cuomo regarding Tax Cap: A copy of the letter that Supervisor Miller sent Governor Cuomo was shared with the board. This letter asked the Governor to revisit the Tax Cap law that has resulted in too many local communities drawing on reserve funds that are being lowered to “unhealthy levels, services and employees being cut, and local officials find(ing) themselves having to submit to options that, in the long term, will prove more costly both in terms of service and expenses (e.g., infrastructure).” Mr. Miller also received a letter from Senator Nazzolio stating he was pleased that they are keeping the tax cap in place.

**UPDATE ON
SECURITY GLASS IN
CLERK’S OFFICE**

3. Update on Security Glass in Town Clerk Office: Supervisor Miller had just met with Dave Doyle from the MRB Group, asking them to visit the Town Hall and make recommendations that could then be presented to security companies. It was found that we were “not comparing apples to apples” in our vision of security measures.

4. Town Historians Report for 2015:

**Town of Palmyra Historian
2015 Annual Report**

In my job as Town of Palmyra Historian, I have found it best to work within my strong suit, research and writing. This allows me to provide information and education to the public while allowing me to work on a necessarily flexible time basis.

The Times of Wayne County has cooperated by publishing 23 of the local, county and other history-related articles submitted within the last year as follows:

**2015 TOWN
HJISTORIAN REPORT**

1/11/15 – A History Lesson – First U.S. Presidential Election
 1/25/15 – Ganargua River, Mud Creek and the Erie Canal
 2/7/15 – “Tunnel Rats”: Underground Warriors
 2/14/15 – Palmyra Highway Department
 3/1/15 – People of Palmyra’s Past: Thomas L. Cook
 3/15/15 – Wayne County Bootleg Connections
 3/22/15 – Irreplaceable Tools
 3/29/15 – Local Civil War Soldier honored on his Birthday
 4/4/15 – What Ever Happened to Soda Fountains?
 4/12/15 – Lincoln’s Funeral Train
 4/26/15 – Cheese Factories in Wayne County
 5/2/15 – Water Supply, Demand and \$\$
 5/9/15 - N.Y. Civil War Soldier Awarded Medal of Honor after 151 Years
 5/24/15 – Memorial Day Remembering
 6/7/15 – People from our Past: Margaret Young Lull
 6/21/15 – Wayne County’s “Juneteenth” Day Connection
 6/28/15 – Local Residents React to VOA Closing in Palmyra
 9/5/15 – People from our Past: Soldiers
 9/19/15 – People from our Past: Military Musicians
 10/18/15 – Galloway’s Unusual Cobblestone
 11/7/15 – Historic East Palmyra House Destroyed
 11/29/15 – Another East Palmyra House goes into History Books
 12/5/15 – Remembering Pearl Harbor

**HISTORIAN
ANNUAL REPORT
CONTINUED-**

One other has been submitted, but not yet published. I also attended the dedication of a Historic Mural in Marion, NY in June and published an article about the artist.

It is not always possible for me to attend Wayne Historians’ Organization meetings, but I was able to make two of the four scheduled in 2015.

Five people visited my office in person regarding genealogy requests and I responded to 21 email requests for subject-specific or resource information.

In addition, I worked 20 hours with our Deputy Town Clerk/Records and Archives Manager to sort old town records and historic information, including filing or discarding them according to state recommendations or regulations.

My goals for the next year are to continue publishing historic and historically-based news articles and, as time permits, attend as many local history-related events as possible. Also to work with the new Town of Palmyra Records and Archives Manager in sorting and clearing town files.

Supervisor Miller said that any questions should be directed to the Town Historian Beth Hoad. He also commented that there was a wealth of historical information found on the Palmyra website that was written by former Town Historian Bob Lowe.

**HISTORICAL
INFORMATION
FOUND ON TOWN
WEBSITE**

5. Town Hall Insulation Proposal: Mr. Miller went thru the upstairs attic of the town hall, with a representative from *Action Residential Insulation*, and found it to be in poor shape. He asked the board and CEO for other recommendations for insulation companies so we could obtain an additional quote. The quote received from Action Residential was \$8600.00. Penguin, Isaac, and MIG were a few names that were

**TOWN HALL
INSULATION
PROPOSAL**

mentioned. Mr. Pipitone will supply the contact name for Isaac, as he just used their services at his residence, and CEO Sheridan will try to locate some of the local companies that have been used in the community. These quotes should include not only blowing insulation, but also fixing the existing baffles and filing all voids.

**TOWN CLERK
REPORT**

**Human Services—Town Clerk, Archives, and Justices: Michael Lambrix,
Chairman**

1. Town Clerk Office Report for December:

**Town Clerk Office
December 2015**

December was a wonderful month to begin preparing all of our year end financials, and also get ready for Town and County tax collection. Legal notices were sent to the newspaper; and contracts and agreements were processed for the New Year.

The taxes have been separated and processed, and will be mailed out to home owners and banks on December 31st. Thank you Joan and Heidi for your assistance.

Celeste is now retired as of December 18th, thank you for all your hard work as Records Management Coordinator; and welcome Julie, we know you will be a wonderful addition to our Town Clerk's office!

Heidi has not only continued with helping to train new hire, Julie Hartman, but has also continued to pursue past due dog owners, which has not only alerted us to dogs that are no longer here, but has reminded owners that they need to pay their licensing fees! Through dog licensing in November we sold 47 licenses totaling \$380.00, misc sales, including marriages licenses, hunting/fishing, vital record requests, Bingo proceeds, etc – added an additional \$3936.46. Total check disbursements for the month of November totaled \$4316.46.

Mr. Lambrix invited the board to read Town Clerk's report at their leisure, and pointed out there were also two legal notices published:

**LEGAL NOTICE
TOWN OF PALMYRA
NOTICE OF RECEIPT OF
TAX ROLL AND WARRANT FOR 2016**

**LEGAL NOTICE
RECEIPT OF 2016
TAX ROLL**

TAKE NOTICE that I, Irene Unterborn, the undersigned Tax Collector for the Town of Palmyra, County of Wayne and State of New York, have duly received the tax roll and warrant for the collection of Town and County taxes within the Town of Palmyra of the year 2016, and that same can be paid by mail or at the Town Clerk's Office, Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York, 14522, during business hours of 9:00 a.m. through 5:00 p.m. Monday through Friday.

TAKE FURTHER NOTICE that taxes may be paid on or before February 5, 2016 without charge or interest. On all taxes received after such date, there shall be added interest of 1% if paid on or before March 5, 2016, and an additional 2% after March 6, 2016. The last day of Town/County tax collection will be March 31, 2016.

TAKE FURTHER NOTICE that Town/County taxes may be paid in two installments, with the first half paid on or before February 5, 2016 without charge or interest. If the second installment is

paid between February 6 and March 6, 2016, there shall be added interest of 1% on the remaining amount. If the second installment is paid between March 7 and March 31, 2016, there shall be added interest of 2% on the remaining amount.

FURTHER NOTICE IS GIVEN that there will be a \$20.00 fee for all returned checks.

TAKE FURTHER NOTICE that pursuant to the provisions of law, the tax roll of the Town of Palmyra will be returned to the County Treasurer of the County of Wayne on the first day of April, 2016.

Dated: December 14, 2015

LEGAL NOTICE
TOWN OF PALMYRA ORGANIZATIONAL MEETING
FOR THE YEAR 2016

LEGAL NOTICE
ORGANIZATIONAL
MEETING 2016

NOTICE IS HEREBY GIVEN, that the organizational meeting of the Town Board of the Town of Palmyra will be held on Tuesday, January 5, 2016, at 7:30 p.m. in the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York.

Dated: December 14, 2015

4. **Proclamation to Honor Retired Records Management Co-ordinator Celeste Finewood:** Councilman Lambrix asked the Town Clerk to read the following proclamation thanking Celeste Finewood for her many years of service:

PROCLAMATION TO
HONOR CELESTE
FINWOOD IN HER
RETIREMENT

PROCLAMATION
RECOGNITION OF SERVICE BY CELESTE FINEWOOD

WHEREAS, the Town Board of the Town of Palmyra, County of Wayne, State of New York, has noted the twelve (12) years of service to the Town of Palmyra by

Celeste Finewood,

Serving as our Part-time clerk and Records Management Coordinator in the Town Clerk's Office;

WHEREAS, these years of service have benefited the Town and its residents in many ways; and

WHEREAS, the Town Board of the Town of Palmyra recognizes the work accomplished by Ms. Finewood in the clerk's office, and the Town of Palmyra as a whole;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Palmyra wishes to express its appreciation and gratitude to Celeste Finewood for a job well done; and

BE IT FURTHER RESOLVED, that the Town Board and the Town of Palmyra employees congratulate Celeste on her retirement and wish her a joyous future.

Hereby signed and sealed this 22nd Day of December 2015

TOWN HIGHWAY
REPORT**Public Works—Highway Department, Equipment, Facilities: James Welch, Chairman**

1. **Highway Department report for November:** Highway Superintendent Mike Boesel submitted the following report from November 24, 2015, through December 22, 2015:

**Highway Superintendent Report
For Town Board Meeting
12/22/15**

Since the 11/24/15 meeting we have completed the following work:

- **Plowing/Sanding** – We haven't made a snow trip in December. To date this winter season we have made 2 trips out of the barn (on Nov. 23rd). A comparison to this point of the past 3 winter seasons is below:
 - December 2014 - 20 trips.
 - December 2013 - 35 trips.
 - December 2012 - 6 trips.
- **Salt Orders** – So far for the month of December we have ordered no salt. Our barns remain full. We need to take 70% of our requested allotment of 2800 tons for the season (or 1960 tons) by Sept 1, 2016.
- **Winter Fleet Maintenance** – Over the past 30 days we have continued with general maintenance on the entire fleet. Over the next couple months we will bring in various 'summer'-related pieces of equipment for their annual servicing and maintenance work.
- **Snow Fence** - During the second week of December the Village and Town forces worked together the entire week installing most of our snow fence around the Town.
- **Shop Cleanup** – The nice weather has allowed us to cleanup around the yard of our highway facility including hauling away our summer spoils piles and perform general cleanup in/around the shop facility.
- **Tree Trimming/Brush Mowing** - In the first couple weeks of December we performed some tree work on Hogback Road and brush mowing on South Creek Road. We intend to continue these efforts.
- **Street Lights** – We recently surveyed the entire Town/Village street lights and on 12/9/15 submitted a list of lights to NYSEG that were currently not working.
- **Town Hall Work** - In early December, Mike Poretta from Iron Art finished fabrication and installation of the hand rail for the front access ramp. On 12/9/15 we officially opened up the new ramp. On 12/11/15 we performed some gutter work on the rear of the building. On 12/17/15 we moved some file cabinets.

**LESS PLOW TRIPS SO
FAR IN 2015**

**CONVENIENCE RAMP
HAND RAIL ALSO
COMPLETED**

Any questions, comments or concerns I will be glad to answer.

Mr. Boesel commented that the number of snowplow runs they have made this year was at an all time low for his tenure, and that the barns were still full with salt. Additional items mentioned were that the convenience ramp was completed with a painted black rail (cost of rail was

\$760.00), and equipment that the highway will need to purchase that was budgeted for. The mowing tractor is the piece that has been researched the most, and will be added for approval to the January meeting, so that it can get ordered. After visiting Canandaigua tomorrow, and evaluating their mowing set up, he will be able to comment further.

TRACTOR PURCHASE

Mr. Lambrix asked Mr. Boesel if CSX had contacted him regarding a drainage problem on Hogback Hill Rd. Mr. Boesel said there is nothing that we can do about the water pooling on the north side of the tracks, and that CSX would be in charge of any repairs. Mr. Lambrix was concerned with the shorting out problem at the railroad crossing.

**CSX-CONCERNS W
DRAINAGE PROBLEM
ON HOGBACK HILL
NEAR TRACKS**

Economic Development/Planning—Grounds, IT, Strategic Plans: Todd Pipitone, Chairman

1. Town Hall Items: Councilman Pipitone stated that Haak’s Home Improvements came out and repaired the leak in the Town Clerk’s office. Mr. Welch explained the problem was not an actual hole, but a nail in the seam of where two shingles came together!

**TOWN HALL ITEMS
LEAK IN CLERKS
OFFICE REPAIRED**

Mr. Lambrix asked if Haak’s Home Improvement can provide an insulation service. Mr. Miller will contact them to inquire.

Government Operations—Assessor, Youth & Aging, Code Enforcement, Fire Protection Contracts: David Nussbaumer, Chairman - ABSENT

ASSESSOR REPORT

1. Assessor’s Office Report for December:

**REPORT TO THE TOWN BOARD
FROM THE ASSESSOR’S OFFICE
DECEMBER 16, 2015**

Senior STAR exemptions are still being brought into the office each week. Before the end of the year all the agricultural and senior citizen exemption forms will be mailed out to be returned before March 1, 2016.

With all the nice weather we have had, I have been able to get all the photos taken, the entire village and the remaining parts of the Town outside. Joan still is in the process of downloading them into our program and attaching them to the parcel they pertain to. They have also been printed out so they can be inserted into each file. Inserting them into each file will be the last thing to be done with the photos. She also checks pictometry and compares the photos for differences, deletions and additions of sheds, porches, garages, pools, decks, etc.

I will now be concentrating on doing the values for the building permits that have been issued this past year as well as getting as many photos of the work as possible. I am not able to photograph every building permit work that is issued as interior work I don’t get to see.

Attached is a copy of my continuing education status. I need 4 more credits for the coming year 2015/2016 and I can accumulate another 12 credits for the following year. Right now, I am not sure what classes I am going to take, as there are very few available in our area.

As always, if you have any questions or concerns, I am in the office.

The assessor also provided the board with her *NYS Continuing Education Report (ATTACHMENT A)*, as well as the *Continuing Education and Recertification Update. (ATTACHMENT B)*

**ATTACHMENT A&B
EDUCATION FOR
ASSESSOR**

**PURCHASE OF BAS
SYSTEM, CHANGE IN
FEE SCHEDULE**

**QUOTES FOR
DEMOLITION AND AIR
MONITORING FOR
4775 TELLIER RD**

2. **Code Enforcement/Zoning Office Report- November:** Code Enforcement Officer Pat Sheridan submitted a report to the Board Members including a list of building permits and certificates of compliance for Jan. 1 through December 22, 2015. Also attached was an updated fee schedule for the building department that the CEO will be asking approval for at the Organizational Meeting as well as specifications for a new software system (BAS system) to be used in the code office. This software would be a budgeted for purchase, and includes a mobile application that will help with accuracy and future inspections. The full proposal for this system is located in the Town Clerk's Office. Mr. Lambrix asked Mr. Sheridan to provide the board with the current fee schedule so that a comparison could be made before voting on it at the next meeting.
3. **Quotes for Demolition and Air Monitoring:** Two quotes for demolition and two quotes for air monitoring were also included in the information provided by the CEO. Both companies that quoted demolition made it clear that any communication and permission needed from CSX would be the town's responsibility. Mr. Sheridan added that within the next week we should contact CSX and speak with them of the mutual benefits in removing the house located at 4775 Tellier Rd. Discussion ensued, and concluded with Mr. Lambrix recommending that the town ask CSX for a contribution to the removal project because of the danger it could cause if the house collapses on the tracks.
4. **Zoning Board Meeting in December:** There were no minutes of the Zoning Board or Public hearings, in December.
5. **Planning Board Meeting in December:** There were no minutes of the Planning Board in December.

INFORMATIONAL ITEMS

**SWEARING IN
CEREMONY FOR
ELECTED OFFICIALS**

**NYSEG AND RG&E
USING DRONES**

1. **Swearing in Ceremony:** There will be a swearing in ceremony for the newly elected town officials on Sunday, January 3rd, at 11:30 AM. All are welcome.
2. **NYSEG and RG&E using Drones:** NYSEG and RG&E are testing drones for use in conducting routine inspections of transmission lines and natural gas transmission line rights of way, and for

assessing storm damage. Drone inspections began in October 2015, as helicopters are not always practical, and inspections from the ground are less than optimal.

- 3. **NYSEG Offering Reward Money:** NYSEG is offering an award of \$5000.00 for information leading to the arrest and conviction of copper thieves that are found stealing grounding straps from substations in Western New York.
- 4. **Letter of Resignation from Councilman Nussbaumer:** The Town Clerk was asked to read a letter of resignation received from Councilman Nussbaumer, effective January 1, 2016 at 12:01 AM. This letter is **ATTACHMENT C**.
- 5. **Macedon Waterfront Revitalization:** A letter was received from the New York Department of State asking waterfront municipalities, adjacent to Macedon, to provide comments on the proposed draft program for a Local Waterfront Revitalization Program in the Village of Macedon. The draft is available online at http://www.dos.ny.gov/opd/programs/WFRevitalization/LWRP_draft.html
- 6. **Letter from Senator Nozzolio:** A letter acknowledging receipt of *Resolution #11-2015, Parity of Local Transportation Funding* was received from Senator Nozzolio.

**NYSEG OFFER
REWARD FOR COPPER
THIEVES**

**LETTER OF
RESIGNATION FROM
COUNCILMAN
NUSSBAUMER –
ATTACHMENT C**

**MACEDON
WATERFRONT
REVITALIZATION**

NOZZOLIO LETTER

Motion to Enter into Executive Session: At 7:38 PM, Councilman Pipitone made the motion to enter into Executive session to discuss a matter of particular personnel.

**MTN: ENTER INTO
EXECUTIVE SESSION**

Second: Mike Lambrix Vote: 3 Ayes. Carried

Supervisor Miller asked Mr. Brad Cook to join the board in executive session.

Motion to Exit into Executive Session: At 7:49 PM, Councilman Pipitone made the motion to return from Executive Session.

**MTN: EXIT EXECUTIVE
SESSION**

Second: Jim Welch Vote: 3 Ayes. Carried

Mr. Boesel asked to add to his earlier report that the Village received both grants for work along the Erie Canal that many people, including the Town Board, supported. This grant will enable both the connector trail to the

**VILLAGE ERIE CANAL
GRANTS RECEIVED**

new boat launch, as well as the tie up wall, to be completed at the canal. After additional discussion, he added that this will be a long permit process (approx. 6-8 months) and we will most likely not see any work until 2017.

AGENDA ITEMS

MTN: APPROVE
RESOLUTION # 12-
2015

- 1. **Approve: Resolution #12-2015: Authorize Bookkeeper to make necessary Adjustments to Budgetary Journal Entries for 2015:** Councilman Pipitone made the motion to authorize the bookkeeper to make any necessary adjusting and budgetary journal entries in closing the 2015 fiscal year.

RESOLUTION #12-2015
AUTHORIZE BUDGETARY ADJUSTMENTS
TO CLOSE 2015 FISCAL YEAR
TOWN OF PALMYRA
WAYNE COUNTY, New York

BE IT RESOLVED, that the Town Board of the Town of Palmyra authorizes the Town Bookkeeper to make any necessary adjusting and budgetary journal entries in closing the 2015 fiscal year.

Adopted this 22nd day of December, 2015, at the meeting of the Palmyra Town Board.

BY ORDER OF THE PALMYRA TOWN BOARD

Second: Mike Lambrix

Vote: 3 Ayes. Carried

MTN: APPROVE
JULIE HARTMAN AS
RECORDS
MANAGEMENT
COORDINATOR/
CLERK

- 2. **Approve: Appointment of Julie Hartman:** Todd Pipitone made the motion to approve the appointment of Julie Hartman as part-time Records Management Coordinator/Clerk for the Town of Palmyra. A roll call vote was requested.

Second: Mike Lambrix

James Welch, Deputy Supervisor	Aye
Todd J. Pipitone, Councilman	Aye
Michael Lambrix, Councilman	Aye

Vote: 3 Ayes. Carried

3. Approve: Resignation of Councilman Nussbaumer: Todd Pipitone made the motion to accept the resignation of Councilman Dave Nussbaumer from the Palmyra Town Board, effective 12:01 AM, January 1st, 2016. A roll call vote was requested.

MTN: APPROVE
RESIGNATION OF
DAVE
NUSSBAUMER

Second: Jim Welch

Michael Lambrix, Councilman, voted regretfully **Aye** after all these years of service.

James Welch, Deputy Supervisor, vote **Aye** with note that Dave’s 23 years of service to not only the Town of Palmyra, but to the village as well as past mayor, has made our community much better place.

Todd J. Pipitone, Councilman also voted regretfully **Aye** as he knows how much Councilman Nussbaumer enjoyed his position, and because he was a true public servant that people will miss.

Vote: 3 Ayes. Carried

4. Approve: Cost of Demolition and Air Monitoring of 4775 Tellier Rd: Todd Pipitone made the motion to table the approval of the cost of demolition until the Organizational Meeting on January 5, 2016.

MTN: TABLE
APPROVAL OF
COST OF
DEMOLITION OF
4775 TELLIER RD

Second: Jim Welch

Vote: 3 Ayes. Carried

5. Approve: Cost of Air Monitoring of 4775 Tellier Rd: Todd Pipitone made the motion to approve the cost of the air monitoring of 4775 Tellier Rd, not to exceed \$950.00.

MTN: APPROVE
COST OF AIR
MONITORING OF
4775 TELLIER RD

Second: Mike Lambrix

Vote: 3 Ayes. Carried

Discussion ensued as to whether the demolition of said house is a service or purchase. Supervisor Miller will review the guidelines for purchase vs. service in our Organizational Meeting from 2015, and report to the board before voting at the January 5th, 2016 meeting.

6. Approve: Agreement: Supervisor to Sign Agreement with Humane Society: Todd Pipitone made the motion to allow the Supervisor to sign the 2016 agreement for Shelter Services with the Wayne County Humane Society, with note that no rates of service have changed.

MTN: APPROVE
SUPERVISOR TO
SIGN HUMANE
SOCIETY
AGREEMENT

Second: Jim Welch

Vote: 3 Ayes. Carried

MTN: APPROVE
INSULATION ETC OF
TOWN HALL

7. **Approve: Insulation, Filling of Voids, and Repair of Existing Baffles in the Town Hall:** Todd Pipitone made the motion to table the approval for insulation, filling of voids, and repair of existing baffles in the Town Hall, not to exceed \$8600.00, until the Organizational Meeting on January 5th, 2016.

Second: Mike Lambrix

Vote: 3 Ayes. Carried

MTN: APPROVE
DECEMBER CLAIMS
AND EXPENDITURES

Motion to Approve Claims and Expenditures: Todd Pipitone made the motion to approve claims and expenditures for the December 2015 abstract, voucher #4829 thru #4933, totaling \$65,005.02.

Second: Jim Welch

Vote: 3 Ayes. Carried

MTN: ADJOURN
MEETING

Adjourn Meeting: At 8:12 PM, Mike Lambrix made the motion to adjourn the meeting.

Second: Todd Pipitone

Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

ATTACHMENT A

CONTINUING EDUCATION STATUS
REPORT FOR ASSESSOR

ATTACHMENT B

RECERTIFICATION OF ASSESSOR UPDATE

ATTACHMENT C

COUNCILMAN NUSSBAUMER'S
RESIGNATION LETTER

NEXT MEETING: ORGANIZATIONAL MEETING
TUESDAY JANUARY 5TH, 2016
7:00 PALMYRA TOWN HALL